

DEPARTMENT OF TRANSPORTATION
Connecticut Careers Trainee/ Target Class

Bureau of Highway Operations
Office of Maintenance
DISTRICT 4, THOMASTON

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: TBD
Job Posting No: 00111134
Hours: 7:30 a.m. to 4:00 p.m.
Salary: See salary schedule below
Closing Date: April 10, 2015

Position Description: The Connecticut Department of Transportation anticipates filling a Connecticut Careers Trainee (CCT) position with the target class of Transportation Maintenance Planner 1 in the Bureau of Highway Operations, Office of Maintenance. The CCT training program will be either one or two years (See Experience and Training Requirements section below). Upon successful completion of the CCT training program, the incumbent will be promoted to the target classification of Transportation Maintenance Planner 1. This position will perform a full range of professional tasks in the planning of state and federal maintenance and improvement projects.

This position is full time; 40 hours per week and is open to the public. This position is in the P-4 bargaining unit and requires the possession of a valid Driver's License.

This position requires a minimum of a Bachelor's degree. Interviews will be limited to those applicants whose education and qualifications most closely meet the requirements of each position.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

Experience and Training Requirements:

2 year training program: Possession of a Bachelor's degree

1 year training program: Master's Degree in civil engineering, transportation, urban, regional or environmental planning.

Schedule of Starting Salaries:

First Year of Training

Bachelor's degree FS-15 Step 1 (\$45,426 annually)

Master's degree FS-15 Step 2 (\$47,062 annually)

Second Year of Training FS-15 Step 5 (currently \$51,976 annually)

Transportation Planner 1 FS-22 (currently \$62,431-\$86,165 annually)

Note: For current state employees, compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class.

PROMOTION:

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.

2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

Application Instructions: Submit a cover letter that describes your interest and suitability for the position with a copy of a valid Driver's License, a resume, and an application form CT-HR-12 (State of Connecticut Application Form for Examination and Employment), which can be obtained from any State Department of Labor Office or the State Department of Administrative Services website, <http://das.ct.gov>. State employees must also include copies of the last two service ratings received. Your application must be received **by April 10, 2015 3:00 p.m.** and will not be considered complete without all required documents. Submit your application to:

Department of Transportation
Bureau of Highway Operations
Office of Maintenance Director
Audrey Phelan
District 4

359 South Main Street
Thomaston, CT 06787

Telephone # (203) 591-3606

Fax # (203) 591-3733 or Email: Audrey.Phelan@ct.gov

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website at <http://das.ct.gov> for job specification requirements. Interviews will be limited to candidates whose qualifications most closely meet the requirements of the positions. The candidate pool resulting from these interviews may be used to fill future Connecticut Career Trainee positions in the Bureau of Policy and Planning within one year.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Application Instructions: Interested and eligible employees must submit a resume and an Application for Examination or Employment (Form CT-HR 12) by April 10, 2013 to:

**DEPARTMENT OF TRANSPORTATION
Bureau of Highway Operations
Office of Maintenance Director**

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